

LIBRARY  
**Brown County**

515 PINE STREET  
GREEN BAY, WISCONSIN 54301-5194

PHONE (920) 448-4400 Ext. 351  
FAX (920) 448-4364

**LYNN M. STAINBROOK**  
DIRECTOR

E-MAIL Stainbrook\_LM@co.brown.wi.us  
WEBSITE www.browncountylibrary.org

**BROWN COUNTY LIBRARY BOARD**

**NOTE LOCATION:**

**Kress Family Branch Library**

**333 N. Broadway, De Pere**

**Thursday, September 17, 2009**

**6:00 p.m.**

**AGENDA**

1. Approve/modify agenda
2. Minutes, bills and communications
3. Open forum for the public
4. Boldt Engineering Assessment of the Central Library presentation (*Previously mailed*)
5. WPS/NWTC student presentation: Renewable Energy Project at the Kress Library (*Handouts will be distributed at meeting*)
6. Facilities Report
7. Select New Integrated Library System (*Documents enclosed*)
8. Adopt Brown County Library Community Sustainability Plan (*Enclosed*)
9. Central Library – architect selection RFQ/RFP (*Enclosed*)
10. Approve Change in Library Table of Organization (*Enclosed*)
11. Accountant's report
  - a. Financial report
  - b. Acceptance of gifts, grants and donations
12. Nicolet Federated Library System
  - a. Monthly update
13. Information Services report on services received
14. President's report
15. Director's report
  - a. Collection Management and Selection (*Enclosed*)
  - b. Plan for increasing use of self-checks (*Enclosed*)
16. Such other matters as are authorized by law
17. Adjournment

*Terry J. Watermolen*

**Terry Watermolen**  
President

Notice is hereby given that action by the committee may be taken on any of the items which are described or listed on this agenda.

*Have you considered remembering the Friends of the Brown County Library in your will or estate?*



## PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD

A meeting was held on August 20, 2009 at 6:00 p.m. in the Board Room of the Brown County Central Library, 515 Pine Street, Green Bay, WI

**PRESENT:** TERRY WATERMOLEN, DENISE BELLMORE, CARLA BUBOLTZ, JOHN HICKEY, PAUL KEGEL, KIM LA PLANTE, KATHY PLETCHER, TONY THEISEN

**EXCUSED:** PAUL SCHIERL

**ALSO PRESENT:** LYNN STAINBROOK, MARY RYAN, LORI DENAULT, SUE LAGERMAN, BOB ROCQUE (staff); and FREDERICK J. MOHR, (Attorney at Law representing Brown County)

President Terry Watermolen called the meeting to order at 6:00 p.m.

### APPROVAL/MODIFY AGENDA

There were no modifications to the agenda. Motion by Hickey, seconded by Kegel, to approve the agenda. Motion carried.

### MINUTES, BILLS AND COMMUNICATIONS

There being no changes or modifications, the July 16, 2009 meeting minutes stand approved.

Lori Denault reported that the bills did not contain any out of the ordinary expenses.

There were no communications.

### OPEN FORUM FOR THE PUBLIC

There was no one present to speak.

### CLOSED SESSION

Motion by Theisen, seconded by Pletcher, to move into closed session pursuant to Section 19.85 (1) (c) WI Statutes, for the purpose of consideration of employment, promotion, compensation or performance data of any public employee over whom the governmental body has jurisdiction or exercises responsibility – supervisors unit clarification settlement. **Roll Call: Aye:** Kegel, Pletcher, Buboltz, LaPlante, Theisen, Hickey and Watermolen. **Nay:** None. Motion carried unanimously. **Also Present:** Lynn Stainbrook and Mary Ryan, Lori Denault, Sue Lagerman and Fred Mohr.

*Denise Bellmore joined the meeting at 6:40 p.m.*

### RESUME OPEN SESSION TO TAKE ANY ACTION ON SUPERVISOR UNIT CLARIFICATION

No action was taken.

*Bob Rocque joined the meeting at 7:20 p.m.*

### FACILITIES REPORT

Bob Rocque reported that a new humidifier was installed at the Weyers-Hilliard Branch Library; General Energy was conducting the energy audits at 5 branches and a preliminary report was expected soon. The Ashwaubenon Branch has new landscaping and the eaves on the building will be painted in September. The East Branch has been experiencing air inefficiencies. Bob and his staff will investigate why.

Lynn also reported that the engineering assessment was coming along and felt that the information being received was useful. Points of interest included the library's duct work, air handler, and circuit breaker. Urgency towards lighting was also expressed.

### NEW INTEGRATED LIBRARY SYSTEM

Lynn distributed a summary of pricing for an upgrade to a new integrated library system from Sirsi/Dynix and reminded the Board that staff had previously reviewed this product. Advantages include that since this is an upgrade, an RFP would not be necessary; all our current peripherals (cash drawers, automated telephone notification system and renewals, and self-check machines) work with this product; and since the library is already a Sirsi/Dynix customer, they are anxious to keep the library's business and have offered a substantial decrease in cost. Discussion took place. Motion by

**b. Budget Transfer: Self-Check Machines (Ashwaubenon and 2<sup>nd</sup> for Kress)**

Discussion took place on the need of automated services and the importance of utilizing technology to improve the effectiveness and efficiency of the library as well as the importance of staying current with technology. Kim La Plante asked if this money shouldn't be spent on books instead. While increasing the library's book collection is also of great importance it would be desirable to see an annual increase in the book budget rather than a one-time infusion. **Motion** by Kegel, seconded by Buboltz to approve the request to transfer \$40,932 from Fringe Benefits FICA to Outlay Equipment for the replacement of one self-check unit at Kress Family branch and one new self-check for Ashwaubenon branch. **Aye:** Kegel, Pletcher, Buboltz, Theisen, Hickey and Watermolen. **Nay:** La Plante. **Motion carried.**

**NICOLET FEDERATED LIBRARY SYSTEM**

**Monthly Update** John Hickey reported that he and Denise Bellmore attended the Board meeting. It was told that NFLS would provide the matching funds for the Gates Opportunity Online grant; purchase (2) laptops for each member library for in-library use using funds held in reserve. Mark is also investigating reallocating the \$75,000 LSTA funds to Inn-Reach – a multi-library linking system. John also mentioned that the Executive Committee will be reviewing the reserve accounts. Terry felt the direction being provided from representatives to NFLS is very encouraging and thanked John and Denise for their role.

**INFORMATION SERVICES REPORT ON SERVICES RECEIVED**

Lynn reported on several IS-related topics including participating in Broadband Fiber Optic grant discussions; replacing half of the UWGB three-year old computers at a time instead of the entire quantity; the possible use of the library's IT Librarian to do some administrative upgrading tasks; the installation of PC Reservation and print management during the week of Aug.24-28; credit card/debit card options to pay for fines online or at the library; the funding of laptops for in-library use by the Friends of the Library; the need to have Office 2007 installed on additional computers as well as the county's computer lab so staff could be trained on the software the public is using; and the provision of a web designer and a trainer for website software by NFLS in time to have training in the Fall 2009.

**PRESIDENT'S REPORT**

Terry commented that the budget meeting with the County Executive went well noting that it was a good, open discussion. He felt the library's goals and intent were stated well. The lease for the Kress rental space continues to progress and is very encouraging. Terry suggested that Lynn be on the lookout for any grants or funding that could be applied to the purchase of a new integrated library system.

**DIRECTOR'S REPORT**

- a. Collection Management and Selection
- b. Plan for increasing use of self-checks

Lynn reported that both these reports are works in progress.

Lynn mentioned that the Ed & Rec. committee was impressed with the 500+ programs offered during the Summer Reading Program and commented that the committee had prioritized maintaining library hours and the library's book budget.

**SUCH OTHER MATTERS AS ARE AUTHORIZED BY LAW**

Paul Kegel noted that the new library on the St. Norbert College campus was being dedicated on August 30 at 2 p.m. and encouraged the Board to visit the new facility. Carla Buboltz informed the Board that the 'Duck Drop' fundraiser to support the Wrightstown Branch Library will take place on the Fox River in Wrightstown on September 12. Ducks re \$5 each or 5 for \$20.

**ADJOURNMENT**

**Motion** by Buboltz, seconded by Bellmore, to adjourn the meeting. **Motion carried.**

The meeting adjourned at 9:10 p.m.

**NEXT REGULAR MEETING**

September 16, 2009

Kress Family Library Branch  
333 N. Broadway, De Pere

6:00 p.m.

Respectfully submitted,  
John Hickey, Secretary  
Sue Lagerman, Recording Secretary